



# CITY OF HOUSTON

## Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

TRAINER

Posting Number

PN# 107252

Department

Health & Human Services Department

Division

Office of Surveillance and PH Preparedness

Section

Bureau of Bioterrorism

Reporting Location

8000 N. Stadium Drive 3<sup>rd</sup> Floor\*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

**DESCRIPTION OF DUTIES**

Prepares and conducts training courses for City/department employees.

**CORE FUNCTIONS**

- Conducts general or specialized training sessions as assigned.
- Develops required training material to support assigned courses.
- Recommends changes to testing and evaluation procedures, training manuals and other instructional materials.
- May develop teaching aids such as handbooks, demonstration equipment, multimedia visual aids and reference materials.
- May assist in the orientation of new trainers.

**WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of professional personnel experience involving training in a formal classroom setting and/or the development of curriculum and lesson plans for adult learners is required. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Development of curriculum and lesson plans.
- Analytic ability in applying guidelines, policies and procedures.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GRANT FUNDED POSITION**

**This position is dependent upon continued available fund.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17  
\$992 - \$1,345 Biweekly      \$25,792 - \$34,970 Annually

**OPENING DATE**

October 26, 2005

**CLOSING DATE**

November 1, 2005

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

An equal opportunity employer